

Suspected Or Confirmed Releases

From Operating And Maintaining Underground Storage Tank Systems Practical Help And Checklists USEPA, April, 2000

You need to be fully prepared to respond to releases BEFORE they may occur. You need to know what to do when release detection methods indicate a suspected or confirmed release. Be ready to take the following steps, as appropriate.

Stop The Release

- # Take immediate action to prevent the release of more product.
- # Turn off the power to the dispenser and “bag” the nozzle.
- # Make sure you know where your emergency shutoff switch is located.
- # Empty the tank, if necessary, without further contaminating the site. You may need the assistance of your supplier or distributor.

Contain The Spill Or Overfill

Contain, absorb, and clean up any surface spills or overfills. You should keep enough absorbent material at your facility to contain a spill or overfill of petroleum products until emergency response personnel can respond to the incident. The suggested supplies include, but are not limited to, the following:

- # Containment devices, such as containment booms, dikes, and pillows.
- # Absorbent material, such as kitty litter, chopped corn cob, sand, and sawdust. (Be sure you properly dispose of used absorbent materials.)
- # Mats or other material capable of keeping spill or overfill out of nearby storm drains.
- # Spark-free flash light.
- # Spark-free shovel.
- # Buckets.
- # Reels of “caution tape,” traffic cones, and warning signs.
- # Personal protective gear.

Also, identify any fire, explosion or vapor hazards and take action to neutralize these hazards.

Call For Help

Contact your local fire or emergency response authority. Make sure you have these crucial telephone numbers prominently posted where you and your employees can easily see them. See the next page for a form you can copy and post.

Report To Authorities

If you observe any of the following, contact your State's underground storage tank regulatory authority to report a suspected or confirmed release as soon as possible (within 24 hours):

- # Any spill or overfill of petroleum that exceeds 25 gallons or that causes a sheen on nearby surface water. (Spills and overfills under 25 gallons that are contained and immediately cleaned up do not have to be reported. If they can't be quickly cleaned up they must be reported to your regulatory agency.)
- # Any released regulated substances at the UST site or in the surrounding area — such as the presence of liquid petroleum; soil contamination; surface water or groundwater contamination; or petroleum vapors in sewer, basement, or utility lines.
- # Any unusual operating conditions you observe — such as erratic behavior of the dispenser, a sudden loss of product, or an unexplained presence of water in the tank. However, you are not required to report if:
 - The system equipment is found to be defective, but not leaking, and is immediately repaired or replaced.
- # Results from your release detection system indicate a suspected release. However, you are not required to report if:
 - The monitoring device is found to be defective and is immediately repaired, recalibrated, or replaced and further monitoring does not confirm the initial suspected release, or
 - In the case of inventory control, a second month of data does not confirm the initial result.

The next page contains a blank list for names and phone numbers of important contacts. Fill out this information for your facility so that you will know who to call in case of an emergency. Remove this page from the manual, copy it, fill it out, and post it in a prominent place at your facility.

Copy the next page and update it often. Make sure everyone at your UST facility is familiar with this list of contacts.

Release Response Important Contact Information

	Contact Name	Phone #
State UST Agency:	<hr/>	<hr/>
Local UST Agency:	<hr/>	<hr/>
Fire Department:	<hr/>	<hr/>
Ambulance:	<hr/>	<hr/>
Police Department:	<hr/>	<hr/>
Repair Contractor:	<hr/>	<hr/>
Other Contacts:	<hr/>	<hr/>
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Release Response Checklist

- ☐ **Stop the release:** Take immediate action to prevent the release of more product. Turn off the power to the dispenser and “bag” the nozzle. Make sure you know where your emergency shutoff switch is located. Empty the tank, if necessary, without further contaminating the site

- ☐ **Contain the spill or overfill:** Contain, absorb, and clean up any surface releases. Identify any fire, explosion or vapor hazards and take action to neutralize these hazards.

- ☐ **Call for help and to report suspected or confirmed releases:** Contact your local fire or emergency response authority. Contact your State’s underground storage tank regulatory authority within 24 hours.